

**BY ORDER OF THE COMMANDER,
374TH AIRLIFT WING**



AIR FORCE INSTRUCTION 31-601

374TH AIRLIFT WING COMMAND

Supplement 1

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Security

**INDUSTRIAL SECURITY PROGRAM
MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement implements changes detailed in Air Force Instruction (AFI) 31-601, *Industrial Security Program Management*, and applies to all assigned, attached, tenant units and staff agencies on Yokota Air Base (AB).

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed. New or revised material is indicated by an (|).

AFI 31-601, 22 November 2000, is supplemented as follows:

1.6.1.4.1. (Added) 374th Security Forces Squadron Commander (374 SFS/CC), through 374 SFS Information Security (374 SFS/SFAI), will perform Industrial Security Program oversight of all on-base contractor operations in which the contractor requires access to classified information for periods of 90 days or longer.

1.6.2.6. (Added) Upon receipt of a DD Form 254, **Department of Defense Contract Security Classification Specification**, that was initiated at another installation, or a visit request from a civilian contractor requiring access to classified information, the sponsoring unit will immediately contact 374 SFS/SFAI. 374 SFS/SFAI will review the DD Form 254 and visit request to determine if Industrial Security oversight is required. Do not allow the contractor to access classified information until 374 SFS/SFAI has received/verified all appropriate classified contractor documentation.

1.6.2.7. (Added) The sponsoring unit will incorporate all contractor companies requiring access to classified information into the unit's Information Security Program. Ensure the following is accomplished:

1.6.2.7.1. (Added) Coordinate all DD Forms 254 and visit requests through 374 SFS/SFAI.

1.6.2.7.2. (Added) Verify all contractor company employee security clearances through the Joint Personnel Adjudication System (JPAS) or 374 SFS/SFAI prior to allowing access to classified information.

1.6.2.7.3. (Added) Include the contractor company in all Information Security initial and quarterly training as required by AFI 31-601, paragraph 3.1.4.

1.6.2.7.4. (Added) Include the contractor company in the unit's semiannual Information Security self-inspection.

1.6.2.7.5. (Added) Ensure the unit security manager or United States (US) military/civilian section supervisor has the combination to all safes in which contractor company employees have combinations.

1.6.2.7.6. (Added) Notify 374 SFS/SFAI immediately upon notification that an on-base contractor will require access to classified information.

1.6.2.7.7. (Added) Monitor/track all contractor employee security clearances and notify the company's home office security representative if security clearances are within 6 months of becoming overdue. Deny contractor employees with expired security clearances access to classified information.

1.6.3.4. (Added) For classified contracts and/or DD Forms 254 that were initiated at another base, the 374th Contracting Squadron (374 CONS) will coordinate with the originating contracting office to obtain a copy of the DD Form 254. Provide a copy of the DD Form 254 to 374 SFS/SFAI.

1.6.5.2.1. (Added) Establish Industrial/Information Security accounts and provide oversight of all civilian contractors who have been awarded classified contracts for periods of 90 days or more.

1.6.5.2.1.1. (Added) If the contract has been awarded for periods of less than 90 days, 374 SFS/SFAI and the sponsoring unit will maintain copies of all Industrial Security-related documentation authorizing the contractor access to classified information. The sponsoring unit will ensure the contractor complies with all applicable Industrial and Information Security guidelines, and will contact 374 SFS/SFAI if the contract period is extended past 90 days.

1.8.2.2.1. (Added) Follow procedures outlined in AFI 31-401, *Information Security Program Management*, and Pacific Air Forces Pamphlet (PACAFPAM) 31-2, *Investigations of Actual or Potential Compromise of Classified Information*, for all security incidents involving contractors.

3.2.2.1. (Added) Include documentation for contractor security training in the unit's Information Security training documentation.

4.4.2.1. (Added) For DD Forms 254 initiated at other bases, 374 CONS will coordinate with the originating contracting office to obtain a copy of the DD Form 254, and provide a copy of the DD Form 254 to 374 SFS/SFAI.

4.5.2.1. (Added) Visitor Group Security Agreements (VGSA) will also be executed for contractors performing on contracts that require access to sensitive unclassified information or sensitive resources if the contract has been awarded for periods of 90 days or longer. A VGSA is not required for contract periods less than 90 days. The sponsoring unit will ensure the contractor complies with all applicable security requirements.

4.5.5.1. (Added) VGSA's will be signed by the 374 SFS/CC.

5.5.1. (Added) The sponsoring unit of the contractor will notify 374 SFS/SFAI, in writing, when the contractual service and/or performance has been completed or terminated. The notification will be made 30 days prior to contract completion/termination when possible.

6.2.2.1. (Added) Unit security managers will ensure contractors are aware of when the unit is scheduled for the next Information Security Program review.

7.3.2.1. (Added) All incoming visit requests will be coordinated with 374 SFS/SFAI in accordance with paragraph 1.6.2.6. (Added) above.

7.3.2.2. (Added) Unit security managers will write procedures for receiving and coordinating visit requests from civilian contractors in the unit security operating instruction. Use paragraph 1.6.2.6. (Added) above as guidance.

MARK O. SCHISSLER, Colonel, USAF
Commander